

TOWN OF BROOKER
REGULAR MONTHLY COUNCIL MEETING
FEBRUARY 9, 2021

Present: Steve Acree, Linda Bennett, Gene Melvin, Chris Caldwell, Joe Tolleson, John Maines, Charlene Thomas.
Absent: Tony Stalnaker
Community: Terry Thomas, Kara Wainwright – Reddish & White, Diane Andrews – County Commissioner.

Meeting called to order by Gene Melvin, Mayor.
Pledge of Allegiance!

A motion was made by Steve Acree to approve the January 12th minutes as presented.
Seconded by Chris Caldwell. Motion passed.

Kara Wainwright – Reddish & White:

She went over audit for year end 09/30/20. We had a clean opinion with no findings. She said Charlene Thomas does a great job record keeping. She amends budget when line items need increasing. She gave council a handout showing how much we would need to charge customers monthly to break even. She said the council is doing a good job raising water rates each year. She went over Revenues & Expenditures on General Fund side. The actual revenue we received was \$131,351. The actual budget amount was \$164,758. The actual expenditures we spent were \$99,915. The actual budget amount was \$162,259. On the Water Fund side our Operating Revenues were \$87,991 and the Operating Expenses were \$98,542. Council thanked Kara for the great job she does on the audit each year. A motion was made by Joe Tolleson to approve audit report as presented. Seconded by Linda Bennett. Motion passed.

SCOP grant agreement:

1. The Town was suppose to sign the SCOP grant agreement tonight. Clerk received an email before the meeting from Lauri Shubert, FDOT, advising us to hold off on signing do to information she needs to get for us to get approval for advance payment on grant. She will resubmit the grant and we can approve at the March meeting.

The council decided to hold off on approving Resolution 2020-01 until March meeting.

2. **SCOP grant Administrator:**

The Town Clerk got in touch with Andy Easton, Grant Administrator, to see if he would be willing to help her with administering this grant. The total for this grant is \$809,751. She felt like with her leaving as Town Clerk and someone else coming in we needed someone to help us with this. Andy Easton agreed to administer the grant. His cost for year 2021 is \$7500 and for year 2022 is \$7500. A total of \$15,000. The SCOP grant will not cover his expense. The Town would be responsible for paying him. John Maines highly recommended we have a grant administrator help us with this grant. A motion was made by Joe Tolleson to approve Andy Easton as grant administrator in the amount of \$15,000. Seconded by Steve Acree. Motion passed.

Mayor Melvin wanted to know who would be checking to see if work is completed before payment is rendered? Clerk will talk to Andy about this.

Fire Department – Tony Stalnaker – absent

Town Clerk – Charlene Thomas:

1. Clerk received a resume from Suzanne Dyal McRee who is interested in filling Town Clerk position. Copies of her resume were given to council for review. Clerk felt like she would be able to handle the job. A motion was made by Linda Bennett to appoint Suzanne Dyal McRee as Town Clerk. Seconded by Steve Acree. Motion passed. Clerk said she would get with Suzanne and see when she can start.
2. Passed out past due report. Still out \$694.52. 1 meter was cut-off and owes \$94.01. 2 meters were locked today. They owe \$143.06. Meters can be turned on when past due is paid in full.
3. We will have election of Mayor and Vice-Mayor at the March meeting.
4. Went over Revenues and Expenditures for January.

Road/Streets- Joe Tolleson:

1. Diane Andrews, County Commissioner, advised council sidewalks will be done shortly. Joe mentioned that the drain fills on CR 18/Charlotte Avenue need cleaning out. She said they are getting two inmate squads in County so this work can be done.

Recreation/Parks – Linda Bennett:

1. Steve Acree spoke with Eddie Barnes about clearing grass in base line on ballfield. A motion was made by Linda Bennett to pay him up to a \$100.00. Seconded by Chris Caldwell. Motion passed. Clerk asked Steve to have Eddie Barnes submit an invoice for payment.
Payment will be paid from FRDAP.
2. The tennis court will be resurfaced in March.

Community Center Building – Gene Melvin:

1. Clerk said she has not had any rentals this year.
2. Diane Andrews ask council about having a Town Hall meeting at community center. She was told due to COVID it might not be a good idea to have a lot of people in community center. If she wanted to hold meeting outside that would work better.

Mayor – Gene Melvin:

1. He had received a complaint about a semi trailer parking in Shady Oaks subdivision overnight. He spoke with Christi Hudson, Code Enforcement, Bradford County Sheriff's department. She suggested we send a letter from Town to homeowner advising them our Land Development Regulations do not allow the parking of semi's overnight in this Residential Subdivision. Also, mention we have signs in place at the entrance to this subdivision concerning this. After letter then we can notify them and they will come out and speak to homeowner concerning this.

New Business:

- I. Clerk mentioned to council that the meter at Steve Brown's home needs to be replaced. The dial has stopped turning. The problem is the meter is located underneath concrete in his carport. He was not the homeowner who poured the concrete around meter. There was a lot of discussion on this. The concern was who would be responsible for fixing concrete after new meter is put in. John Maines, Attorney, spoke to council on this. He suggested several ways we might go about this. Council decided the easiest way would be to estimate homeowner's usage each month and leave meter as it is. Clerk was asked to send Steve Brown a letter letting him know about his meter dial not working. Ask him if he was okay with us estimating his meter reading each month so we would not have to break up his concrete in is driveway. Letter was sent on 2/15/21.

Checks approved: 7419 – 7437, 5582 – 5590

Motion made by Steve Acree to pay the bills. Seconded by Chris Caldwell. Motion passed. Gene Melvin made the motion to adjourn. Time: 8:26p.m.

Cecil E. (Gene) Melvin, Mayor

Charlene Thomas, Town Clerk